



**TOWN OF PORTSMOUTH, RI  
JOB OPPORTUNITY  
TOWN ACCOUNTANT  
EXCELLENT SALARY AND BENEFITS**

**Position Summary/Purpose:**

Performs a variety of professional, administrative, and technical accounting and finance functions in maintaining the Town's fiscal records and systems. Reports directly to the Finance Director.

**Essential Job Functions:**

Assists the Finance Director in planning, directing, coordinating and reviewing activities and personnel within the Finance Department. Performs technical accounting duties in the areas of Town fund ledgers, receivable and liability balances and reconciling departmental records with ledgers maintained by the Finance office. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained. Assumes duties of Finance Director in the absence of the Finance Director, or as assigned when the Finance Director is unavailable. Responsible for bank reconciliations for all Town accounts. Assists the Finance Director with the annual budget and audit process and execution.

**Minimum Required Qualifications:**

Bachelor's degree in accounting, finance or public administration or related degree from an accredited college or program; four (4) years of experience in municipal and/or public accounting/finance roles preferred; or any equivalent combination of education, training and work experience.

**Application Deadline:**

Application and full job description are available through the Human Resources office or at [www.portsmouthri.gov](http://www.portsmouthri.gov). Applications will be accepted until the position is filled.

The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

**AN EQUAL OPPORTUNITY EMPLOYER**

**Lisa E. Puglia**  
**Human Resources Director**  
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